

# **CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

## **CTC ONLINE HANDBOOK FOR ONLINE PIP/STSP SUBMISSION**



**July 2019**

## Introduction

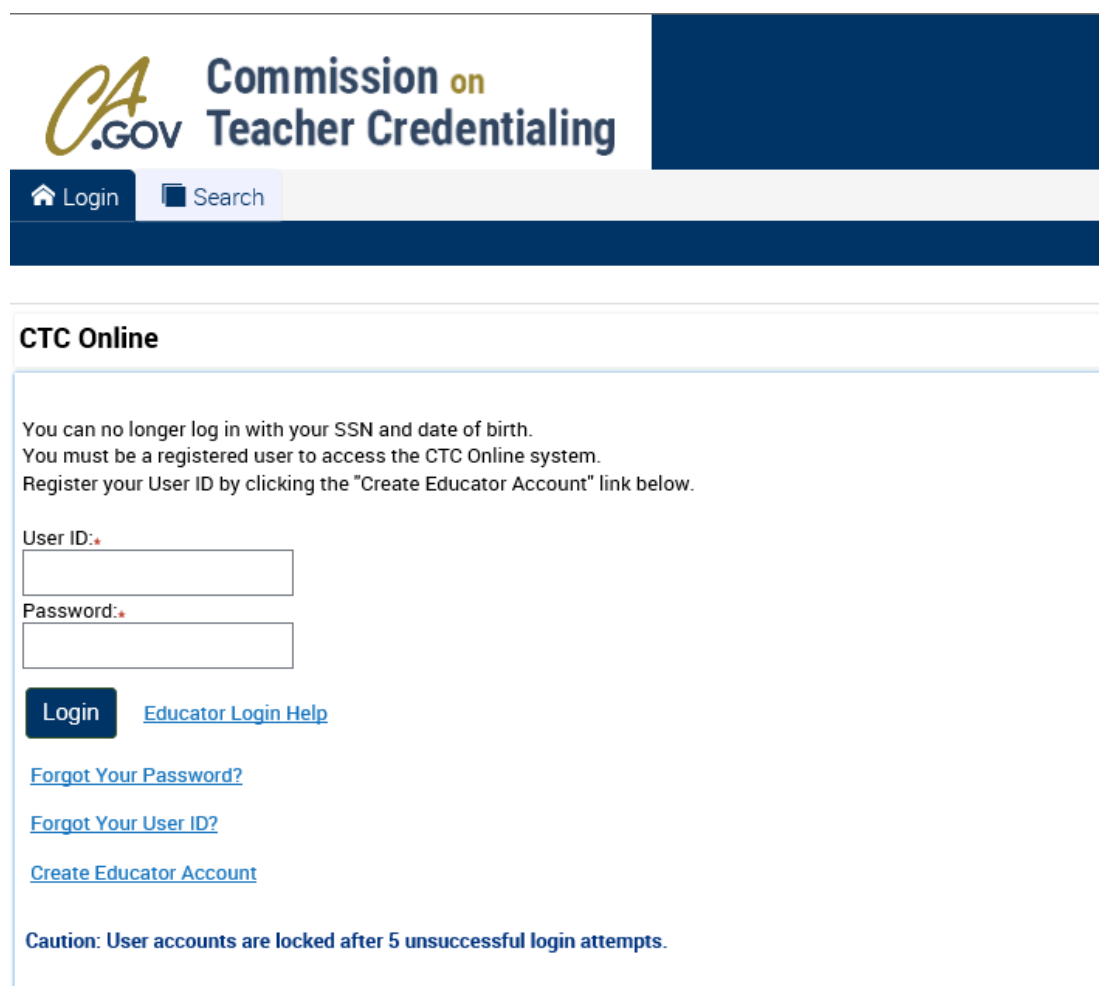
On April 22, 2019 the Commission notified the field in CIA 19-04 that CTC Online would now allow submission of Provision Internship Permits (PIPs) and Short-Term Staff Permits (STSPs). This document was created as a guide to this online submission process and contains step-by-step instructions along with information on common errors.

This guide is meant for those already familiar with the CTC Online system and it will only concentrate on PIP and STSP submission. For a full overview of the enter CTC Online system and instructions on submitting other document types please see the [CTC Online Handbook for Online Document Submission](#).

**NOTE:** the example used in the screens below is a PIP. The submission process is identical for the STSP.

## Step-By-Step Guide

1. Log in to CTC Online



**CA.GOV Commission on Teacher Credentialing**

[Login](#) [Search](#)

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### CTC Online

You can no longer log in with your SSN and date of birth.  
You must be a registered user to access the CTC Online system.  
Register your User ID by clicking the "Create Educator Account" link below.

User ID:\*

Password:\*

[Login](#) [Educator Login Help](#)

[Forgot Your Password?](#)

[Forgot Your User ID?](#)

[Create Educator Account](#)

**Caution: User accounts are locked after 5 unsuccessful login attempts.**

2. Navigate to the Application tab and enter the Social Security Number and Date of Birth of the candidate.

Home Login Search Application Educator Profile Portal

My Filtered Recommends:

Enter the Educator's Information

★ = Required Field

Social Security Number (#####) ★: XXXXXXXXX

Date of Birth (MM/DD/YYYY) ★: XX/XX/XXXX

Recommend

What would you like to do ?

- [Go to My Recommends](#)
- [Go to Organization's Recommends](#)

3. Review the educator's information then click "Next".

Home Login Search Application Educator Profile Portal

Educator Information:

Create Person

**Note:** If you have any questions, please view the [CTC Online – Written Instructions for Application and Payment](#) page.

First Name★: TRAINING

Middle Name: APPLICATION

Last Name★: THREE1

E-mail: credentials@ctc.ca.gov

Work Phone: (999) 999-9991

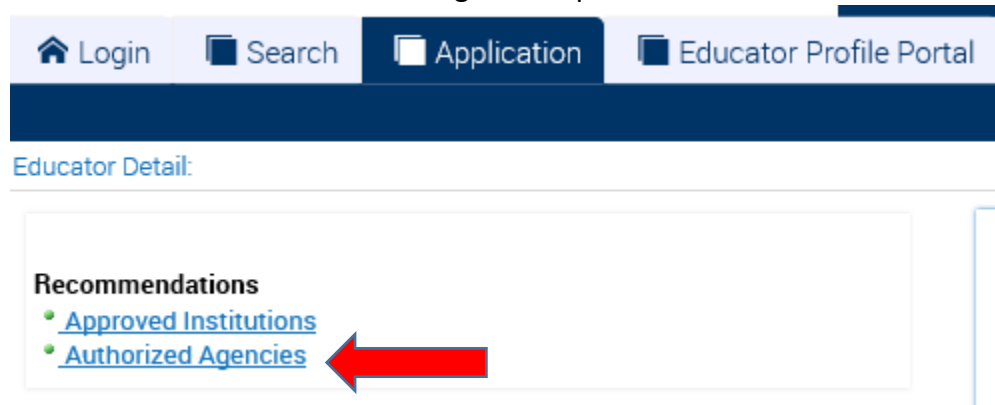
Home Phone: (999) 999-9991

Last Known County of Employment: ALAMEDA COUNTY OFFICE OF EDUCATION

Fingerprint Status: Complete: No Action Required

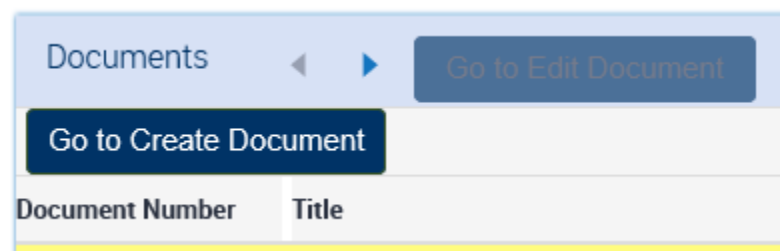
Back Next

4. Select the “Authorized Agencies” button. Non-program options (PIP, STSP, 30-Day Substitute Permit) are all within the Authorized Agencies option.



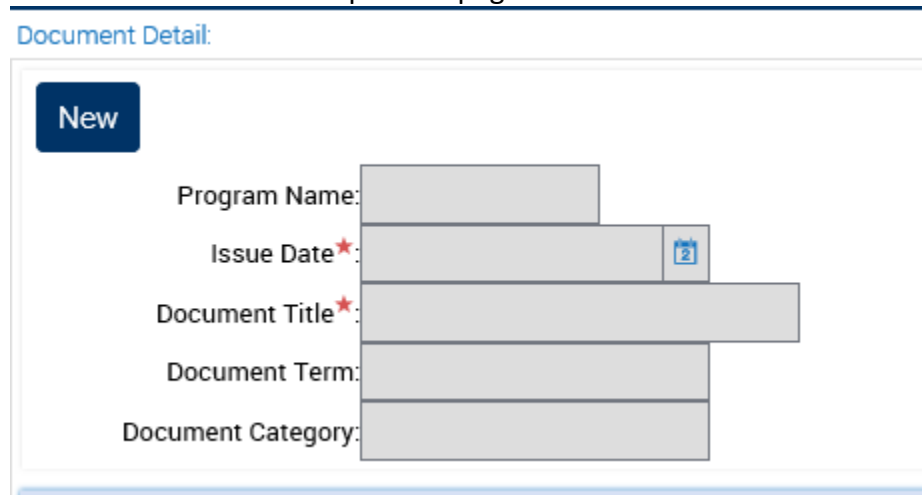
The screenshot shows the top navigation bar with links for Login, Search, Application, and Educator Profile Portal. Below this is the "Educator Detail:" section. In the Recommendations area, there are two links: "Approved Institutions" and "Authorized Agencies". A red arrow points to the "Authorized Agencies" link.

5. Click the “Go to Create Document” button.



The screenshot shows the "Documents" section with a "Go to Edit Document" button. Below it is a "Go to Create Document" button. A table with columns "Document Number" and "Title" is visible below the button.

6. Select “New” at the top of the page.



The screenshot shows the "Document Detail:" section. At the top left is a "New" button. Below it are form fields for "Program Name:", "Issue Date\*" (with a calendar icon), "Document Title\*" (with a red asterisk), "Document Term:", and "Document Category:". The fields are currently empty.

7. Enter the issuance date of the document.

- a. The expiration date is be determined and entered by CTC staff based on information on form CL-857 (PIP) or CL-859 (STSP).

Document Detail:

Save

Cancel

Program Name:

Issue Date\*

7/3/2019

Document Title\*

Document Term:

Document Category:

8. Click on the pick applet to the right of the Document Title field to open a new window and select the credential. Click OK to close this window.

- a. Analysts should carefully select the correct document option. CTC Online will restrain authorization options depending on the term selected so selecting the correct term is essential to avoid crucial errors. There will be three options for term codes:
  - i. SL = Single Subject
  - ii. ML = Multiple Subject
  - iii. SE = Education Specialist
- b. These term codes are the same for PIPs and STSPs. For this reason, it is important to select the correct combination of document name (in the Program Name column), Category, and Term.

Query									
					Title			Find	1 - 10 of 14
Title	Program Type	Program Name	OrganizationName	Category	Document Description	Term	Term Description	Category Description	Program Methodology
SUBP	EMERGENCY	EMERGENCY DOCUMENT	CTCUNI	NT	30-Day Substitute Teaching Permit	EM	Emergency	New Credential Type	
SUBP	EMERGENCY	EMERGENCY DOCUMENT	CTCUNI	FT	30-Day Substitute Teaching Permit	EM	Emergency	First Time	
> TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	SL		First Time	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	SL		New Credential Type	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	ML		First Time	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	ML		New Credential Type	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	FT	Provisional Internship Permit	SE		First Time	
TC14	EMERGENCY PERMIT	PROVISIONAL INTERNSHIP PERMIT	CTCUNI	NT	Provisional Internship Permit	SE		New Credential Type	
TC13	EMERGENCY PERMIT	SHORT-TERM STAFF PERMIT	CTCUNI	FT	Short-Term Staff Permit	ML		First Time	
TC13	EMERGENCY PERMIT	SHORT-TERM STAFF PERMIT	CTCUNI	NT	Short-Term Staff Permit	ML		New Credential Type	

9. Enter the County of Employment.

10. Hit “Save” to complete the top portion of the document creation screen.

Document Detail:

The form contains the following fields and values:

- Program Name: PROVISIONAL INTE
- Issue Date: 7/3/2019
- Document Title: Provisional Internship Permit
- Document Term: (empty)
- Document Category: First Time
- County of Employment: SACRAMENTO COUNTY OFFIC

11. In the Authorization/Subjects area, click “New” to begin entering the authorization. Use the Pick Applet to enter the Authorization Code.

- REMINDER: this field is constrained by the document term selected in the top section. In this example, the Single Subject term (SL) was chosen for the PIP so the pick applet in this step will only display Single Subject authorizations. If you do not see the authorization(s) you expect you may need to return to the first section and select the correct Document Title and Term combination.

The form on the left shows the 'Authorization / Subjects' section with fields for Authorization Code, Authorization Description, and Added Authorization Date. The pick applet on the right displays a table of authorizations.

Auth Code	Auth Code Desc	Subject Code	Subject Desc	Maj/Min/Emph	B
R1S	Single Subject	AGRI	Agriculture	MAJ	
ELAS		NONE		MAJ	
BASP	Bilingual: Spanish or new Educ Auth C8	NONE		MAJ	

12. Click “OK” to close the authorization pick applet.

13. Next, enter the authorization date. Hit “Save” to complete this section.



Authorization Code	Authorization Description	Subject Code
> R1S	Single Subject	AGRI

14. Click “New” next to Renewal Requirements to begin entering the renewal information.

15. Click the pick applet next to Renewal Code to view available codes.

**Renewal Requirements**

**Save** **Cancel**

Renewal Code:   

Renewal Description:

Additional Description:

16. Select the correct renewal code, and then click “OK” to close the applet window. Then click “Save”.

- NOTE: it is crucial that analysts enter the renewal code. While other documents through CTC Online automatically populate this information that feature is not yet available for PIPs and STSPs.

**Renewal Requirements** **New** 1 - 1 of 1

**Delete**


Renewal Code	Renewal Description
> PIPF	This certificate may not be renewed.


17. Next, select “New” in the bottom section of the page to enter the employment restriction.

18. The employment restriction field is constrained by the Organization Type. If you do not select the correct Organization Type you may not see the necessary Organization listed in the pick applet. The Organization Type options are:
- a. COE = County Office of Education
  - b. CS = Charter School
  - c. NPS/NPA = Non-public school/Non-public agency
  - d. SCS = Statewide Charter School
  - e. SD = School District
  - f. SWA = Statewide Agency

**Employment Restrictions**

**Save** **Cancel**

Organization Type: COE 


Organization: 


**Back**

19. Once the correct Organization Type is set, click the button to the right of the Organization field to open the pick applet and select the restriction. Once selected, click “OK” to close the pick applet.

**Employment Restrictions**


**Save** **Cancel**

Organization Type: COE 

Organization: SACRAMENTO COUNTY OFFICE OF EDUCATIO 

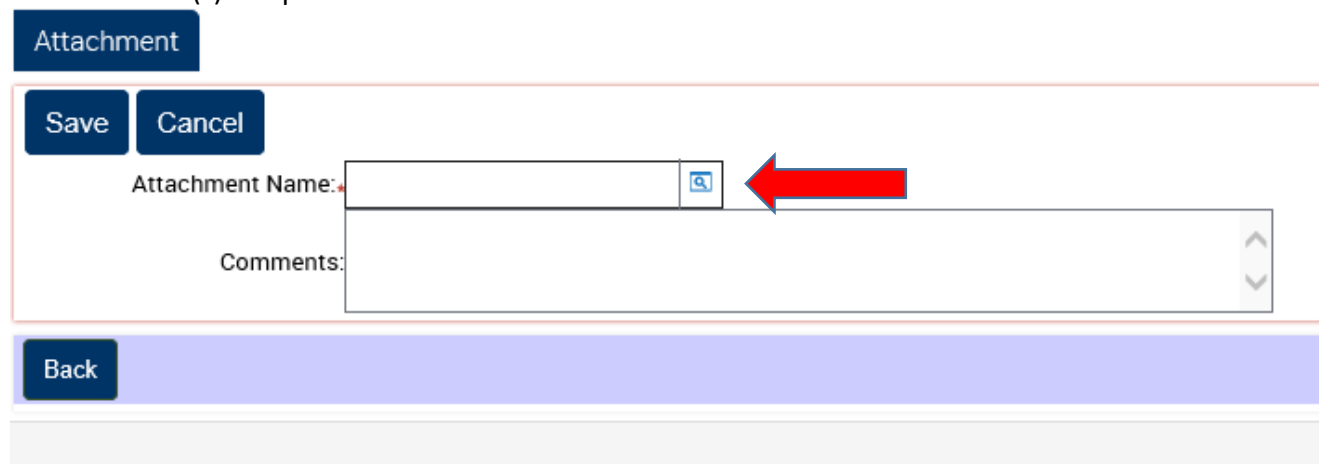
**Back**

20. Click “Save” to complete entering the Employment Restriction.

Employment Restrictions			New	 Delete	1 - 1 of 1
Organization Type	Organization	County			
> COE	SACRAMENTO COUNTY OFFICE OF EDUCATION				



21. Please double check to ensure that the following have been entered as the application will be rejected if any of the following are missing:
- Authorization
  - Renewal Requirement
  - Employment Restriction
22. If everything on the page looks correct, click “Next” in the bottom right corner to continue the recommendation process.
23. On the Educator Attachments page, click “New” to begin uploading the scanned supporting documentation for the PIP.
- Detailed information on the requirements for the PIP are found in [Credential Leaflet CL-856](#) and in [Credential Leaflet CL-858](#) for the STSP.
  - Additional tips for uploading supporting documentation is found in [CIA 19-04](#).
24. Click on the pick applet icon in the Attachment Name field to open an explorer window and select the document(s) to upload.



The screenshot shows a web form titled "Attachment". At the top left are "Save" and "Cancel" buttons. Below them is the "Attachment Name:" label followed by a text input field. To the right of the input field is a small square icon with a magnifying glass, which is highlighted by a red arrow. Below the input field is a "Comments:" label followed by a larger text area with a vertical scrollbar on the right. At the bottom left of the form is a "Back" button. The form is enclosed in a light blue border.

25. Once all supporting documentation has been uploaded click “Save” to close the pick applet. The attachment(s) you just uploaded will display on the screen. If other files show in this same area they were uploaded to this educator’s file previously and should be ignored. Click “Next” to go to the final page of the recommendation process.

26. Confirm the information at the top of the final page matches what you intended to submit. Next, read the instructions at the bottom and select “Yes” from the drop down menu. Click “Submit” to complete the recommendation.

1 of 1+

Please read the following instructions.

If you wish to edit any of your responses, click the 'Edit' button for the applicable section.

If you do not wish to submit the recommendation, nor save the completed recommendation, select 'Cancel'.

If you wish to add this application to your Filtered Recommends page, click the 'Save' button.

If you wish to submit this recommendation, select 'Yes' and click the 'Submit' button.

As the authorized representative of the recommending authority, I have reviewed the applicant's credential application, preparation, and/or experience and certify that all of the foregoing statements in this application are true and correct.

Please Select 'Yes/No':

Back

Cancel

Save

Submit